

Friday, June 19, 2015

The Maryland Board of Occupational Therapy (OT) Practice (Board)

Location: Aspen Wye River Conference Center  
600 Aspen Drive  
Queenstown, MD 21658

Chairperson: Kamala Stevenson, MS, OTR/L

**GENERAL SESSION MINUTES**

**BOARD MEMBERS**

Kamala Stevenson, MS, OTR/L, Chairperson  
Iyna Adams, OTR/L, CPAM, Vice Chairperson  
Kuzhilethu Kshepakaran, M.Ed., OTR/L, CAPS, FAOTA  
Vanessa Hughes, COTA/L  
A. Cassandra Brown, Consumer Member  
Meenakshi Gupta, Consumer Member

**NON BOARD MEMBERS**

Donna Ashman, Executive Director  
Tony DeFranco, Board Counsel  
Jo-Ann Lane, Deputy Director

**GUESTS**

Robin Elliott, MOTA

1. Ms. Stevenson called the General Session Meeting to order at 8:40 a.m.

Ms. Stevenson read the following statement: *"Except in instances when the Board of Occupational Therapy expressly invites public testimony, questions, comments, or other forms of public participation as otherwise authorized by law, no member of the public attending an open session may participate in the session."*

2. The General Session Agenda for June 19, 2015 was unanimously approved.
3. The May 15, 2015 General Session Minutes were unanimously accepted.

**REPORTS**

1. Legislation/Regulations – Ms. Stevenson

The Board members received the edited COMAR 10.46.04 that was drafted in the workshop on June 18, 2015. Ms. Stevenson recommended that the Board members review this document independently and revisit the topic at the July Board meeting. Changes to COMAR 10.46.05 will be presented at the July meeting as well. This will include a five-year fee projection. MOTA will be invited to collaborate with the Board at the July meeting. The Board members also discussed the impact that telehealth could have on fees.

Ms. Ashman reported that the proposed changes to 10.46.01 and 10.46.06 will be published in the Maryland Register soon. The time period for comment will be June 26th through July 27th. An e-blast will be sent to the licensees informing them of the opportunity to provide public comment. Ms. Ashman reminded the Board members that this regulation will eliminate the printing of licenses, thus positioning the Board for paperless licensure.

2. Continuing Education – Mr. Kshepakaran and Ms. Adams

Mr. Kshepakaran and Ms. Adams informed the Board that review of the continuing education submissions is business as usual with no special cases.

3. Administrative Reports – FY 15 – Ms. Ashman

a. Correspondence and inquiries for Board review.

Ms. Ashman distributed copies of an inquiry concerning the authority for occupational therapy assistants to perform re-certifications. Discussion ensued. The Board's regulations define re-evaluations but not re-certification. The members felt this was a facility or payer source requirement.

b. 2015 Renewal – update

Ms. Lane reported that over 3,300 licensees have renewed. Those licensees renewing between June 16 and June 30 will incur a \$25 renewal late fee. Ms. Lane will send an e-blast to those pending renewal candidates to remind them of the June 30<sup>th</sup> renewal deadline.

c. Office Automation

Ms. Ashman updated the members regarding the pending Sole Source contract with System Automation. August 1<sup>st</sup> is the tentative date for the last signature needed for the contract. Ms. Ashman explained that this database system upgrade allows the Board the opportunity to move toward online initial licensure, thus fulfilling the Board's "green" initiative.

### **UNFINISHED BUSINESS**

1. ByLaws. The Board members reviewed and edited the bylaws template that Ms. Ashman had distributed. Ms. Lane incorporated the amended changes as the Board discussed each section. The amended draft is attached.

**I. Officers, Nominations and Elections** – The members discussed changes to this section as well as Board member eligibility. It was decided that all members are eligible to hold office but the officers would traditionally be licensed practitioners. It was unanimously decided that in each odd year nominations would take place in May, elections would be held in June, and appointments would begin in July.

**II. Duties of Officers.** The members discussed the possibility of combining the Vice Chairperson and Secretary positions. It was also decided that the Board Chairperson should not also hold the position of Complaint Liaison due to the time demands of

both positions. The members edited the duties of the Chairperson, Vice Chairperson and Secretary as written in the template.

Ms. Hughes motioned to approve the changes to the Chairperson position, including the appointment of committee members. Ms. Adams seconded the motion. Five members were in favor, and one abstained. Ms. Adams motioned to accept the changes to the Vice Chairperson duties. Ms. Brown seconded the motion. All were in favor. Ms. Brown motioned to accept the changes to the Secretary position. Ms. Hughes seconded the motion. All were in favor.

- III. **Meetings.** Ms. Hughes motioned to approve the changes made to this section of the bylaws. Ms. Brown seconded the motion. All were in favor.
- IV. **Rules of Procedure.** Ms. Adams motioned to accept the rules of procedures as amended. Ms. Brown seconded the motion. Five members voted in favor, and one member abstained.
- V. **Committees.** The members listed the standing committees of the Board as the Complaint Review Committee, Continuing Competency Requirement Review Committee, and the Applications Review Committee. Ms. Brown motioned to accept the three committees. Ms. Hughes seconded the motion. All were in favor. Each committee was later defined. Ms. Brown motioned to accept these definitions. Ms. Gupta seconded the motion. All were in favor.
- VI. **Per Diem.** The section was revised to read "Per Diem may be reviewed and authorized by the Board annually." Ms. Brown motioned to accept this revision. Ms. Adams seconded the motion. All were in favor.
- VII. **Removal.** There was no change to this section.
- VIII. **Quorum.** Ms. Stevenson motioned to remove this section. Ms. Hughes seconded the motion. All were in favor.
- IX. **Amendment of Bylaws.** Since the Board meets on a monthly basis, it was suggested that the number of days be amended to 30 calendar days instead of 10 days. Ms. Stevenson motioned to accept this change. Ms. Hughes seconded the motion. Five members were in favor and one member opposed.

The Board recessed for lunch at 12:20 p.m. The meeting was reopened at 1:30 p.m.

## 2. Criminal Background Investigations

Mr. DeFranco apprised the Board members of a legislative proposal for authority to perform criminal background checks. DHMH Secretary Mitchell is sponsoring this bill. Mr. DeFranco explained that some of the other health boards are moving in this direction, namely the Board of Audiologists, Hearing Aid Dispensers and Speech Language Pathologists, and the Board of Podiatric Medical Examiners. Applicants would submit a receipt for the criminal background check through CJIS. Discussion ensued. Ms. Ashman discussed NBCOT's early determination concept that could be implemented as early as 2016.

Ms. Stevenson requested that the Board members consider and vote on the following:

- a. The concept of a criminal background investigation
- b. The requirement of a criminal background investigation for initial licensure, renewals and reinstatements.
- c. The Rap Back feature offered by the FBI.

Ms. Hughes motioned to accept the concept of criminal background investigations.

Ms. Brown seconded the motion. All were in favor.

Ms. Hughes motioned to accept criminal background investigations as a requirement for initial licensure. Ms. Gupta seconded the motion. Discussion ensued. All were in favor. Ms. Brown motioned to require criminal background investigations for renewals and reinstatements. Ms. Hughes seconded the motion. Discussion ensued. All were in favor.

Mr. DeFranco explained that the Rap Back Service provides authorized agencies with notification of criminal activity of individuals that occurs after the initial processing and retention of criminal or civil transactions. Ms. Brown motioned to adopt the Rap Back feature. Mr. Kshepakaran seconded the motion. All were in favor.

Ms. Ashman will confer with Ms. Neville before the July meeting.

3. Small Business Regulation Proposal – tabled until next month’s meeting.
4. Dry Needling – tabled until next month’s meeting.
5. Telehealth – tabled until next month’s meeting.

### **NEW BUSINESS**

The General Session was closed at 2:15 p.m. for the Executive Session and reopened at 3:33 p.m.

1. License Ratification – Ms. Adams.

Ms. Adams reported that there were 24 occupational therapists and 2 occupational therapy assistants to be ratified by the Board. Ms. Stevenson motioned for the ratification of the 26 individuals. Mr. Kshepakaran seconded the motion. All were in favor. The individuals approved for licensure are listed below:

Tracy Pietromica	Occupational Therapist
Jessica Gallagher	Occupational Therapist
Tracy Brauner	Occupational Therapist
Amy Sonntag	Occupational Therapist
Lindsay Wood	Occupational Therapist
Elizabeth Ayotunde Adeyefa-Olasupo	Occupational Therapist

Margaret Boasberg	Occupational Therapist
Jessica Lewis	Occupational Therapist
Pnina Schaffel	Occupational Therapist
Barbara Davis	Occupational Therapist
Andrea Johnson	Occupational Therapist
Michelle Feld	Occupational Therapist
Kimberly Okechukwu	Occupational Therapist
Jaclyn Stephens	Occupational Therapist
Nicole Krysiak	Occupational Therapist
Dimple Patel	Occupational Therapist
Kaitlin Watts	Occupational Therapist
Alexandra Marie S. Rodriquez	Occupational Therapist
Mary Grace B. Naval	Occupational Therapist
Lauren Taylor	Occupational Therapist
Stacey Lafferman	Occupational Therapist
Leigh Craddock	Occupational Therapist – Reinstatement
Carrie Ann Free	Occupational Therapist – Reinstatement
Sumandeep Saharan	Occupational Therapist – Reinstatement
Anneri Maduro	Occupational Therapy Assistant
Susan Jacobs	Occupational Therapy Assistant

2. Citizen Advocacy Center (CAC) Meeting – June 23, 2015. Ms. Brown.

Ms. Brown reported that she would be participating in this meeting via electronic media.

3. Board Officer Elections – Ms. Ashman.

Ms. Stevenson presented the current nomination slate as Ms. Adams for Board Chairperson and Ms. Hughes as Vice Chairperson. Mr. Kshepakaran moved that the current slate be approved. Ms. Gupta seconded the motion. All were in favor. These changes will become effective on July 1, 2015.

### ANNOUNCEMENTS

There were no announcements.

### ADJOURNMENT

Pursuant to the Maryland Government Article, Section 10-508(a)(13), Annotated Code of Maryland, Ms. Stevenson adjourned the General Session meeting at 3:40 p.m.

Submitted by:

*Jo-Ann Lane*

Jo-Ann Lane, Deputy Director